

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

|   |  |   |  |                      |
|---|--|---|--|----------------------|
| PROJECT MANAGER   |  |   | JOB NUMBER (JN)  | CONTROL SECTION (CS) |
| DESCRIPTION IF NO JN/CS   |  |   |  |                      |
| <b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.<br><br>WHITE = REQUIRED<br>GRAY SHADING = OPTIONAL<br><br>Check the appropriate Tier in the box below |  |   | <b>CONSULTANT:</b> Provide only checked items below in proposal.                     |                      |
| <b>TIER I</b><br><b>(\$25,000-\$99,999)</b>   | <b>TIER II</b><br><b>(\$100,000-\$250,000)</b> | <b>TIER III</b><br><b>(&gt;\$250,000)</b> |  |                      |
|   |  |   | Understanding of Service   |                      |
|   |  |   | <i>Innovations</i>   |                      |
|   |  |   | <i>Safety Program</i>  |                      |
| N/A   |  |   | Organization Chart   |                      |
|   |  |   | Qualifications of Team   |                      |
|   |  |   | Past Performance   |                      |
| Not required<br>as part of<br>official RFP  | Not required<br>as part of<br>official RFP     |   | Quality Assurance/Quality Control  |                      |
|   |  |   | Location of Service Personnel<br><b>(Only check for on-site inspection services)</b> |                      |
| N/A   | N/A  |   | Presentation   |                      |
| N/A   | N/A  |   | Technical Proposal (if Presentation is required)                                     |                      |
| 3 pages including<br>cover sheet<br><b>(No Resumes)</b>   | 7 pages  | 19 pages                                  | Total maximum pages for RFP <b>not including key personnel resumes</b>               |                      |

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide [3] paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by [April 12, 2006]. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**The maximum allowable pages for your proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager of form 5100B.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**SCOPE OF SERVICES  
FOR  
“As Needed” Construction Inspection & Testing**

**WORK DESCRIPTION:**

Provide experienced personnel for materials testing and construction inspection services as needed for road and bridge construction work, including HMA Coldmilling & Resurfacing, Concrete Pavement Inspection, Concrete Quality Assurance Testing, and Bituminous Quality Assurance Testing. The inspector(s) shall work under the direction of the Project Manager. This scope covers inspection & testing services that may be needed, beginning July 2006 through October 2006.

Inspection & testing services may be needed for work operations including, but not limited to; cold milling, sewer and watermain, concrete beam repair, substructure repair, slope and scour protection, roadway grading, drainage installation, sand subbase placement, aggregate base placement, HMA surfacing, concrete placement, guardrail installation, slope restoration and erosion control, permanent signing, pavement markings, and signal installation. These services are anticipated to be primarily during daylight hours, Monday through Saturday; night work may also be required.

Full-time services will not be required for all projects at all times. This contract is for "as-needed" services, based on the intermittent needs of the project office for inspection & testing personnel. The Consultant's point of contact will be contacted with the requests for staff. Every attempt will be made to submit requests at least one week prior to the need for personnel, however it is expected that any requests made will be complied with within a 48 hour period. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant for the services.

The Consultant will provide experienced inspector(s) to perform the inspection and testing services under the direction of the Project Manager or his designee. Work hours and assignments will be given to the consultant staff by the Project Manager or other MDOT personnel from this office. The consultant inspector(s) & tester(s) will cooperate with the senior level MDOT Technicians to ensure that adequate testing services are provided. The initial authorization will be set up for about **760** hours, based on a maximum of (1) Inspectors / Testers utilized at any time.

The projects that these services may be utilized on include, but are not limited to:

| C.S. / J.N.             | Location                                       | Description   | Approx. Start      | Approx. Complete   |
|-------------------------|--|---|--------------------|--------------------|
| 34062 – 60519A & 60520A | M21 over Maple River & Stoney Creek, Ionia Co. | Deck Resurfacing, Joint Replacement, painting, substructure repairs, scour protection, and approach work.         | July 5, 2006       | August 31, 2006    |
| 34062 – 75079A          | M21, Hillcrest to Hayden Rd., Ionia Co.        | Detail 8 joint repairs, cold milling, HMA resurfacing, guardrail upgrades, drive embankments, and cross culverts. | August 1, 2006     | September 15, 2006 |
| 59051-86825A            | M66, Village of Sheridan, Montcalm Co.         | Detail 8 joint repairs, cold milling & HMA resurfacing.   | September 18, 2006 | September 30, 2006 |

|  |   |
|--|---|
| Primary Prequalification Classification:       | Bituminous Pavement Inspection & Testing<br>Portland Cement Concrete Inspection & Testing |
| Secondary Prequalification:                    | N/A   |
| Anticipated Start Date of the Service is:      | 7-05-06   |
| Anticipated Completion Date of the Service is: | 9-30-06   |
| DBE Requirement:                               | 0%  |

This solicitation may result in the selection of testing services from one or more firms.

**MDOT Project Engineer:**

**Kevin McReynolds**  
**19153 Howard City - Edmore Rd.**  
**Howard City, MI 49329**  
**1-231- 937-7780**

The Consultant shall contact the Project Manager prior to beginning any work on these Projects.

**CONSULTANT RESPONSIBILITIES:**

The Consultant will provide, to the satisfaction of the Department, Inspection & Testing services in the areas of Portland Cement Concrete Construction, HMA Construction, Sign & Signal Installation, Drainage & Watermain Installation, Guardrail Installation, Density Inspection and Testing Services. Reporting, measurement, computation, and documentation requirements directed by the Project Engineer and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Construction Testing Services work is also included.

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the designated Project Engineer, or her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the Project Engineer, in writing, prior to any personnel changes from those

specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer.

## **SERVICES TO BE PERFORMED BY THE CONSULTANT:**

### **A. Project Administration:**

1. The Consultant will provide the necessary personnel to adequately perform the requirements of this contract, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
2. The Consultant will furnish the necessary personnel and testing equipment needed to carry out the inspection and testing services.
3. The Consultant will provide the inspector(s) lap top computer (or equivalent) with the most current Field Manager and/or Field Book software, and the inspector(s) will produce all daily inspection reports in this format. The inspectors will deliver all inspection reports to the Project Manager's office daily, or as assigned.
4. **Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Engineer. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Engineer has determined was unnecessary.

### **B. Project Inspection:**

1. **Inspectors:** Perform testing services as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) will be assigned this Project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.
2. **Coordination:** Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies and other Consultants and Contractors; which may be involved in the Project and which are deemed to be the responsibility of the Consultant by the Department.
3. The inspectors will be equipped with cellular phones or pagers. The phones or pagers can not be charged as a direct expense to the project.
4. The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution.
5. **Contentious Issues:** Notify the Project Engineer of any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues.
6. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as constructed plans, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms,

and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

7. **Meetings:** Arrange and conduct conferences and meetings required to carry out the services of the project as required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction Meeting.
8. **Soil Erosion and Sedimentation Control:** Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place. A MDEQ Certified NPDES Stormwater Operator shall be assigned to inspect and document the project per the NPDES requirements. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Manager. Personnel performing inspection on areas where soil and erosion control are needed, must have completed the Soil and Erosion control training, phases 1,2, and 3.

### C. Quality Assurance Testing and Reporting:

1. **Material Testing:** Sample and/or test materials (except off-site aggregates, concrete cylinder breaks, and bituminous plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, bituminous quality assurance testing, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Coordinate with MDOT office and field staff to make certain that acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing Mich 48909 will be measured by that unit and reported to the Project Manager.
4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects).

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.

Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician. (The Department will consider the use of a lesser experienced technician who is properly certified, for the bituminous testing provided the hourly wage rate is in line with the experience of the technician).

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified

Aggregate Technician.

**The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the NRC shall:**

- 1) Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.**
- 2) Provide the Radiation Safety Officer (RSO) of MDOT with a copy of the aforementioned license.**
- 3) Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.**

**Failure of any of the above will be found in noncompliance with the contract.**

5. **Density Gauge:** The inspector will provide a Troxler Density Gauge and comply with all requirements related tot the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.
6. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records.

**D. Measurement, Computation, Documentation, and Recordkeeping:**

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items or work completed, and maintain an item record account using FieldManager ad FieldBook software. The consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required documentation for this project. Contact **Info Tech** at (352) 375-7624 or fax (352) 373-9586 or ([www.infotechfl.com](http://www.infotechfl.com)) to obtain software information on training.
2. Assist in maintaining **As-Constructed Plans** throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor.
3. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
  - a. Inspector's Daily Reports
  - b. Moisture and Density Determination Reports (Form 582BM)
  - c. Inspector's Report of Concrete Placed (Form 1174A-M)
  - d. Mechanical Analysis, (Form 1901)
  - e. Final Quantity Sheets
  - f. Force Accounts
  - g. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines and/or procedures manuals.

**SERVICES TO BE PERFORMED BY THE DEPARTMENT:**



- A. The Project Engineer will furnish to the Consultant Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department will furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for all on-site sampling and transportation of all the materials required to be tested by Department personnel.
- C. Project Engineer: Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.
- D. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.
- E. The Project Manager shall provide inspection and contract administration of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to determine that the inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.

### **VENDOR PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the vendor and must

have prior approval by the MDOT Project Engineer Manager.